



DISABILITY MANAGEMENT IN THE PUBLIC SERVICE

PURPOSE

The purpose of this course is to facilitate the inclusion of persons with disabilities in the workplace and removing barriers that prevent their successful participation in the job market. Learners will learn to develop presentations and raise awareness about the benefits of supporting a diverse workplace to employers, employees, customers, and the community. Learners will also be equipped with knowledge of the legal requirements, codes of good practice and manuals on the employment of persons with disabilities.

TARGET GROUP

This course is focused on persons delegated to implement the JobACCESS Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service. There is a need for capacity development among persons with disabilities, as well as for those employees tasked with disability management and implementation of the JobACCESS Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service and who may not necessarily have a disability.

Learners who can benefit from this course include:

- Disability management co-ordinators;
- Employment equity practitioners;
- Human resource practitioners;
- Line managers;
- Transformation officers;
- Employees' health and wellness practitioners; and
- Facilities, communication and IT managers.

MINIMUM REQUIREMENTS FOR ENROLMENT

It is assumed that learners enrolling for this course are competent in Communication and Mathematical Literacy at NQF level 4 (equivalent to matric / national senior certificate).

LEARNING OUTCOMES

By the end of this course learners should be able to successfully complete the respective unit outcomes of the course:

- Communicate benefits and rights of persons with disabilities in the workplace.
- Facilitate equitable representation of persons with disabilities in the workplace.
- Conduct interventions to remove barriers to persons with disabilities in the workplace.

ACCREDITATION

This course is credit bearing. If learners successfully complete the Portfolio of Evidence, they will receive eight (8) credits against the Unit Standard 244600: Facilitate equitable representation of persons with disabilities in the workplace at NQF Level 5. They are expected to produce evidence in the form of a Portfolio of Evidence to meet the required standard as agreed between the assessor and themselves. NSG policies and procedures with regard to assessment, moderation, recognition of prior learning, and appeals govern this assessment. When learners are assessed and found competent against this unit standard, they will be awarded credits for the unit standard. A Certificate of Competence will be issued upon successful completion of the course, including the summative assessment.

ASSESSMENT APPROACH

This course follows an integrated assessment approach, comprising:

- Pre-attendance Reading and Activity.
- Formative assessment activities will be conducted during training delivery.
- Summative Assessment: A Portfolio of Evidence for formal summative assessment, is required which include:
 - Knowledge questions to assess the learner's foundational knowledge.
 - Practical tasks to assess the learner's ability to manage disability in their workplace.
- A qualified assessor will assess the Portfolio of Evidence. The Portfolio of Evidence will then be verified by an internal and external moderator. Participants have six (6) weeks to complete the workplace assignment and submit a Portfolio of Evidence.

DURATION

This course is presented over five (5) working days.